



Proposal Exception Process

Effective June 1, 2021 and in accordance with [University policy](#), all applications (including proposals where the University of Miami will be a subawardee) with the exception of SBIR/STTR¹ applications must be received by ORA in final form² (with the exception of the research plan/project narrative/scope or work which may be in draft) at least three (3) business days prior to the deadline. SBIR/STTR must be received by ORA in final form and ready for submission (including final scope of work) a minimum of five (5) business days prior to the deadline. Applications received after this deadline will not be accepted by ORA unless a documented approved exception is granted, and such documentation is included in the documents routed to ORA. Exceptions will be granted in very limited circumstances:

Exceptions Reviewed and Approved by ORA

- The Principal Investigator (PI) was notified about the funding opportunity three weeks or less before the deadline. This does not include opportunities that have been posted for more than three weeks even if the PI was not aware. Supporting documentation showing when the opportunity was posted or communicated to the PI (if it was not posted) must be provided.

Examples of Exceptions Reviewed and Approved by the Associate Vice President, Research Administration (submitted as an ancillary review)

- Family emergency
- Last minute notice (three weeks or less) of proposal opportunity from external collaborator
- Very large and complex proposals **and** extenuating circumstances leading to unavoidable delays
- Last minute changes to the application requested by the sponsor prior to submission

Requests must be thoroughly justified and well documented. ***Exception requests must be submitted prior to the deadline to ORA. Late requests will be declined without review. This requirement will be effective for all requests submitted on or after June 1, 2022.***

¹ Federal funding for small businesses. In these applications, the funding is awarded to the small business and the University of Miami serves as a subawardee.

² The application is complete and ready for submission and all required internal forms, approvals, and documents are provided.